

1st draft

STATINTL

TO:

SUBJECT: Semi-Annual Report to the President's Board of Consultants  
on Foreign Intelligence Activities.

1. This is in response to your request for a narrative statement covering the activities of this Staff for the period of 1 November 1956 to 1 May 1957 for inclusion in the subject report.

2. Major Management Staff effort during the period of this report has been devoted to assisting organizational elements of the Agency in tightening up their administrative practices. Efforts were directed at assuring better control over numbers of personnel and the utilization of manpower by decentralizing authority for personnel control through Tables of Organization and determination of manpower needs to Deputy Directors of major components. Also increasing Management efforts were directed at simplifying administrative effort through the <sup>the installation</sup> first administration of <sup>a</sup> new Regulations format. ¶ The Chief, Management Staff was successful in securing the acceptance of a new look in regulatory material. This will create separate media for procedural material and policy information.

¶ A proposal for a revision of Agency Regulation  was presented to STATINTL major organizational elements. This revision will provide for decentralization of control over Tables of Organization to the major components. This will place responsibility closer to the operating levels, reduce the delay in the revision of organizations so necessary for the flexibility demanded by this Agency's operations. It will also free the Management Staff for more important and productive O&M studies. ¶ The Staffing/Development Complement which had been installed on an experimental basis in the Office

of Communications was reexamined and found to provide many favorable aspects for the control of the Agency's manpower. The Staffing/Development Complement concept was prepared for presentation to the Agency's Career Council with a view to possible extension of the system to all components of the Agency.

3. Additionally, the Management Staff contributed individual studies designed to reduce or facilitate the administrative management of the Agency in the following fields:

a. A study of the Clandestine Services reports produced a simplified accounting and distribution ladder which will result in better control and more rapid delivery of the reports to the Agency's customers. In the DD/P Area, Records Integration Division was provided with new procedures for the distribution of incoming dispatches where more than one Area Division was involved.

c. A backlog which had developed in the Analysis Branch of this Division was also studied, resulting in recommendations leading to the elimination of this backlog.

d. A study of the use of unvouchered funds paid Agency employees was carried out to assure that there was no abuse of the unvouchered payroll procedure. As a result, 105 employees formerly paid on the unvouchered payroll are now paid on the vouchered payroll. Additionally, space required for the DD/P Area necessitated a study of alternative moves to obtain the additional facilities. As a result, proposals were provided for the DD/S which will result in vacating rooms for the use of DD/P personnel.

f. A feasibility study for the use of the electronic data process-

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has  
ing equipment in the Office of Statistics have already uncovered possible savings of between \$40,000 and \$50,000 annually through improved procedures, with additional savings still to be uncovered.

g. Office space has been conserved by the recommended procedures for microfilming of the Industrial Card File of the Industrial Register of OCR. Also, the Agency's application of Records Management principle provided by the Management Staff has resulted in 90% of all Headquarters records being scheduled for retirement to the Records Center, destruction, or permanent retention. It has also produced an increased records retirement rate of 28% over a six months period. 44,825 cubic feet of records have been retired. The filing equipment for this amount of records would have cost the Agency \$1,972,256.

i. In a survey of procedures for de-processing separating Agency employees, the Management Staff provided recommendations concerning the development of Headquarters  handbooks on deprocessing procedures to replace 37 separate regulatory issuances on the subject. These recommendations should also result in the reduction of the number of collection cases into which these employees terminate their services while being indebted to the Agency.

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j. A survey of the CIA Watch Office by the Management Staff improved the functional allocations, the organization and procedures, and improved the effectiveness of the Watch Office in alerting the President, the DCI, DDI, and other officials.

k. A Management survey of the Acquisition Branch, and the CIA Library resulted in a streamlined workflow, improved methods, together

with the release of approximately \$9,800 worth of equipment found to be in excess.

1. The Suggestion Awards Staff maintained its earlier rate of processing employee suggestions. During the fiscal year 1956, CIA led all Agencies of comparable size in suggestion participation and adoption rates per 1,000 employees.